

How to become a licensed Conveyancer in Tasmania

Once you've completed your Advanced Diploma of Conveyancing, you can use your qualification to get a conveyancing job in an established conveyancing business or law firm.

If you would like to open your own practice or obtain a conveyancer's licence whilst working with your current employer, here are the steps you need to take to become licensed:

Step 1

Complete the Advanced Diploma of Conveyancing (BSB60220)

As per the Conveyancers (Qualifications and Experience) Regulations 2018, an Advanced Diploma of Conveyancing (BSB60220) or equivalent qualification is required before you can be eligible to apply for a conveyancer's licence. Monarch's Diploma of Conveyancing not only satisfies the educational requirements to practice in Tasmania but will also provide you with the practical skills to hit the ground running.



Step 2

Take out a Professional Indemnity Insurance Policy with a minimum of \$2m coverage.

Professional Indemnity Insurance provides you and your business with cover for the financial consequences of neglect, omission, or error. If someone was to make a claim against you in this area, your business' assets and reputation will be protected by your Professional Indemnity Insurance policy.



Step 3

Complete 2 years of equivalent full-time experience

You'll need to complete your 2 years of full-time experience (or periods of part-time experience equalling a total of 2 years full time) undertaking conveyancing duties under the supervision of either a fully licensed Tasmanian conveyancer or a legal practitioner authorised to supervise legal practice by others. Note that this experience must be completed within the three years preceding your license application.



Complete 2 years of full time experience within 3 years of applying for licence

Step 4

Apply on the Occupational Licensing Tasmania website

Along with the application, you'll have to provide identity documents and proof of your Professional Indemnity Insurance Policy and pay the application fee. After submitting your application with all relevant documents attached, you'll be notified via email whether your application was successful. The average processing time is 6 weeks.

That's it!

Once you receive your conveyancer's licence, you're ready to open your own practice!

For more information, check out the [Consumer, Building and Occupational Services website](#).

Disclaimer: Licensing requirements are subject to change. This information is provided as a guide only, students should make their own independent enquiries with relevant regulatory authority prior to making any decisions.